

INSTRUCTIONS FOR PREPARING SUBMISSIONS

2018 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN

BACKGROUND

Section 2-47-55 of the S.C. Code of Laws requires all state agencies responsible for providing and maintaining physical facilities to submit a Comprehensive Permanent Improvement Plan (CPIP) to the Joint Bond Review Committee and the State Fiscal Accountability Authority (SFAA). The CPIP must include all permanent improvement projects anticipated and proposed by the agency over the next five years, beginning with the fiscal year starting July 1 after submission. The purpose of the CPIP process is to provide the committee and the authority with an outline of each agency's permanent improvement activities for the next five years. Higher education institutions, including technical colleges, must also submit the CPIP to the Commission on Higher Education in accordance with the statute. The Capital Budget Office coordinates this process on behalf of the committee and the authority.

GENERAL GUIDANCE

The CPIP includes all permanent improvement projects contemplated for the years covered by the plan regardless of the sources of funds expected to finance them. Except for the first year of the plan, the CPIP includes projects for which funding is anticipated to be made by the agency from its own sources or for which funding will be requested from the General Assembly. Submissions must clearly reflect and distinguish any previously appropriated state funds from state funds that are expected to be requested from the General Assembly. Since the CPIP is a planning document, projects expected to be funded by appropriated or authorized state funds should be included in the plan; however, the CPIP process is not the vehicle for requesting them; rather, requests for funding permanent improvements will be made in conjunction with the agency's formal operating budget request.

The CPIP submission should be a reasonable expectation of project proposals, especially with respect to projects dependent on state appropriated funds. The CPIP should reflect agencies' reasonable assessments of its essential capital needs and not a wish list.

SUBMISSION EMPHASIS

YEAR 1

Year 1 of the 2018 CPIP is FY2018-2019 and should include only those projects and budget increases for which the agency has certainty of funding. These submissions should reflect the full project budget without regard to the Phase I (predesign) and Phase II (full design and construction) processes. Furthermore, Year 1 projects should reflect the actual source of any state appropriations (e.g., capital reserve, supplemental or direct appropriations). Existing projects (including Phase I projects that have not yet received Phase II approval) should be included in Year 1 if the agency is requesting an increase in budget authorization, provided funds are available to support the increase.

YEARS 2-5

Year 2 of the 2018 CPIP is FY2019-2020 and must be clearly described and closely harmonized with the agency's operating budget request for FY2019-2020. It is especially important that projects which are proposed to be financed by state appropriated funds be fully and clearly described for Year 2. Agencies should work closely with their management and budget staffs to ensure the CPIP submission is consistent with their capital and operating budget requests for the upcoming budget year.

Projects proposed for Years 2–5 of the plan should be reasonable, particularly if those projects involve funding from appropriations that must be authorized by the General Assembly. To that end, agencies should be prepared to identify alternative sources in the event that appropriations are not made available by the legislature. Furthermore, funding dependent on appropriations in these years, including requests for capital improvement bonds, capital reserve funds, supplemental appropriations and any other appropriation-dependent funds should reflect the general category “State Funds – Appropriations,” without regard to a specific source since such appropriations are the exclusive prerogative of the General Assembly.

Projects proposed for Years 3, 4 and 5, particularly where projects are in a preliminary phase of development, should include as much detail as is reasonably available, including at a minimum a cost estimate and an indication of the sources of funds contemplated to finance the project.

SUBMISSION COORDINATION WITH COMMISSION ON HIGHER EDUCATION, STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION, AND DIVISION OF FACILITIES MANAGEMENT

Universities, colleges and technical colleges should submit their CPIPs contemporaneously to the Capital Budget Office, the Commission on Higher Education, and the State Board for Technical and Comprehensive Education, as appropriate. Submissions for construction projects managed by the South Carolina Department of Administration’s Division of Facilities Management and Property Services, formerly the Division of General Services, should be coordinated with that division to avoid overlap and duplication.

SUBMISSION

Submissions and responses must be made by email directly to the Capital Budget Office (CPIP@admin.sc.gov) using the provided Excel summary and detailed project worksheet templates, without alteration. Submissions and responses by Higher Education Institutions also should be forwarded to Carrie Eberly (A1@che.sc.gov) with the South Carolina Commission on Higher Education’s Division of Fiscal Affairs and Lynn Braziel (Braziell@sctechsystem.edu) with the SC Technical College System’s Division of Finance, as appropriate.

The 2018 CPIP process contemplates completion by the agency of one summary worksheet reflecting the number of project worksheets to accompany the submission, and one or more project worksheets prepared for each project, the collective of which will become the agency’s submission. The Capital Budget Office will compile the separate files into a standardized reporting package for each agency and review body.

Please note that the only acceptable form of submission is by Excel spreadsheet in the format prescribed, without alteration. Each detailed project worksheet should be submitted in a separate Excel file to facilitate processing and avoid rejection of the submission. Files may be saved and submitted using any file name that is meaningful to the agency; however, the Capital Budget Office recommends including the SCEIS Business Area/Agency Code and the Agency Reference in the file name to facilitate communication (See “Agency Reference” below).

Paper copies are not required; however, agencies must scan and email a signed copy of the CPIP summary worksheet containing the agency director’s signature in addition to the email submission. To the greatest extent possible, agencies should adhere to the codes and descriptions pre-populated in the worksheets to facilitate production of a standardized, comprehensive report. These codes and descriptions have been compiled from the Manual for Planning and Execution of State Permanent Improvements and prior submissions; however, if agencies discover that the pre-populated information does not adequately address their unique situation, they should contact the Capital Budget Office for guidance and resolution. Listings of these codes and descriptions are included following these instructions.

No supplementary or supporting documentation is required for submission during this phase of the CPIP process. Further information may be requested during or following the review, prioritization and publication processes.

PREPARATION INSTRUCTIONS

As noted above, submissions and responses must be made using the provided Excel template, without alteration. The emphasis of the refined CPIP process is on data collection in a format that will facilitate a standardized reporting process while easing the burden of preparation on agencies required to make a submission. The review and evaluation processes depend on succinct but sufficient information to promote an understanding of the request by those who will receive the report. Additional guidance follows.

CPIP SUMMARY WORKSHEET

This worksheet contains the required certifications by the agency director, lists the primary and secondary contacts for the submission, and is the document to be used in submitting a negative report. It also serves as a manifest that the Capital Budget Office will use to confirm receipt of all project worksheets submitted by the agency.

In preparing the CPIP summary worksheet, please note that the agency head and chief financial officer certify that all funds available to the agency from its own sources or capabilities for financing permanent improvements have been applied to the projects proposed in the plan (such funds including bonding authority, grant funds, revenues and any other available sources). The CPIP summary worksheet also requires the agency head and chief financial officer to certify for Year 1 that the funds projected for expenditure on projects are or with reasonable certainty will be available to the agency during the year.

CPIP PROJECT DETAIL WORKSHEET

GENERAL

A separate project detail worksheet must be prepared and submitted for each project proposed. For Higher Education Institutions, projects included should meet the definition of a permanent improvement project under Section 2-47-50 of the Code. For other agencies, projects included should meet the definition of a permanent improvement as defined in the Manual for Planning and Execution of State Permanent Improvements. Proposed land acquisition projects, regardless of amount, must be included by all agencies and institutions.

Projects included for Year 1 should not include any funding requests but should include major budget increases to existing projects. If budget increases are included in Year 1, please include the project number on the worksheet (See “Agency Reference” below). Projects included in Year 2 should correspond to the projects that the agency anticipates including in its FY2019-2020 Capital Budget request to be submitted in conjunction with its operating budget request, as well as any projects for that year that will be funded with agency fund sources. If appropriated funds will be requested for Year 2 in conjunction with the agency’s operating budget request, please identify the requested source as “State Funds – Appropriations.”

AGENCY INFORMATION

Enter the agency or institution’s name and SCEIS business area at the top of the page. Submissions by universities and colleges with multiple campuses or operating entities must reflect the SCEIS business area assigned to that campus or entity. Colleges in the SC Technical College System must reflect the SCEIS business area assigned to that college.

PLAN YEAR

Select the year of the fiscal year end during which the project is proposed.

AGENCY REFERENCE

If this project submission seeks additional funding, authorization or any other update to an existing project with a previously assigned SPIRS Project Identification number, enter the SPIRS Project Identification number. Otherwise, please choose an identifier of up to 10 digits that is meaningful to the agency, composed of numbers, characters or a combination thereof. This identifier may be used as a reference for future updates, resubmissions in future years and other references to the proposed project until a SPIRS or other permanent identifier is assigned by the Capital Budget Office.

SUBMISSION TYPE

Select a submission type for this project. If more than one category applies, choose the most descriptive type.

PROJECT NAME

Enter a brief but descriptive name for the proposal. Please specify the campus or location if the agency operates at more than one location, the name of the facility if work on an existing facility is proposed, and a brief description of the work to be undertaken.

PRIORITY

Enter a priority for both the plan year and the plan overall, along with the total number of projects proposed within the plan year and within the plan overall. Please do not duplicate priority assignments within a plan year or within the plan overall; in other words, rank all projects by plan year, and then separately rank all projects for the entire plan without regard to plan year.

PROJECT TYPE

Enter the project type(s) and percentage of the total project cost in 5 percent increments. Amounts allocated among multiple projects should be made on a basis proportionate to that project type's contribution to total project costs.

FACILITY TYPE

Enter the facility type(s) and percentage of the total project cost in 5 percent increments. Amounts allocated among multiple facility types should be made on a basis proportionate to that facility type's contribution to total project costs.

DESCRIPTION, JUSTIFICATION AND ALTERNATIVES CONSIDERED

Enter a complete but succinct paragraph explaining the proposed project and its justification. The scope of the project, such specifics as the square footage of building space to be constructed or renovated, acreage to be acquired, age of existing facilities or facility components, and an estimate of the projected total cost of the project should be included. The total projected cost should take into consideration the final expected project budget to accomplish the purposes for which the project is established. If an architecture and engineering (A&E) project is proposed, it should include the final projected cost through construction.

If a project is phased, it should include the cost of all phases. If the submission includes an adjustment in the current authorization or budget, please clearly explain the factors underlying the revision. The justification should identify the specific needs to be met by the project, how the project relates to the trends in demand on the agency, any deficiencies in the facility that will be addressed by the project, the project's interdependencies on or with other projects, if any, and the rationale and urgency of the request.

Include any alternatives to the project that have been considered by the agency, including delays in implementation, leasing space or co-locating with other agencies, among others. Moreover, the submission should indicate the consequences or implications of any decision not to fund or approve the project.

Note that while the project description, justification and alternatives considered may exceed the visible limits of the worksheet, the entire paragraph will be saved in the worksheet and captured whenever the statewide report is compiled. Also note that while formatting is limited within worksheet cells, multiple paragraphs may but need not be entered. New paragraphs within a cell are accomplished by a using a key combination of Alt-Enter (or Alt-Return on some keyboards).

Please use normal sentence case and paragraph formatting, and avoid use of among other custom formatting all capital letters, and tabular or grid formats. The data collection process does not support highly customized or formatted narrative.

ESTIMATED PROJECT COSTS

Estimates of each category of project costs should be itemized in this table, based on information available to the agency. In prior years, details for square footage of building space to be purchased, constructed or renovated; acreage of land to be purchased; costs for information technology equipment and materials; and roofing age for roofing projects were included as part of the estimated project costs section. The 2018 CPIP contemplates incorporation of these details, if applicable, into the project Description, Justification and Alternatives section described above.

FUND SOURCES

Sources of funds proposed for the project should be itemized in this table. For Year 1 projects, funding must include only sources which are already available or expected to be available to the agency and should not include any funds which are being or will be requested from the General Assembly. For all other years, funding should include sources which are available or are expected to be available to the agency, as well as sources which may be requested from the General Assembly. In addition to identifying the committed or expected source of funds, please choose a best representative status for the fund source, using the following guidelines:

- Initial Request status represents a fund source for which appropriation or authorization is being sought for the first time in a CPIP.
- Previously Requested status represents a fund source for which appropriation or authorization has been sought in a prior year CPIP or permanent improvement project request but for which appropriation or authorization has not yet been made or approved.
- Previously Approved status represents a fund source for which appropriation or authorization has been previously sought in a prior year CPIP or permanent improvement project request and for which appropriation or authorization has since been made or approved.
- Fully Collected/Committed status represents a fund source sufficient to fund the project to the extent proposed.
- Partially Collected/Committed status represents a fund source for which only partial funding is available and committed to the extent proposed.
- Transfer Previous Authorization status represents a fund source previously appropriated or authorized for another permanent improvement project for which authorization will be sought to transfer uncommitted funds for the proposed permanent improvement project.

ANNUALIZED OPERATING BUDGET IMPACT

An estimate of average Annualized Operating Budget Impact must be itemized for Year 1 and Year 2 projects, including the Fund Group impacted and the period over which the impact is expected to occur.

To the extent that estimates are available for any other plan years, they may be itemized and included but are not required.

PROCESS REFINEMENTS

Prior year CPIP submissions included certain narrative and summary information that will not be collected in the submission process this year, including a narrative summary of the five-year plan, condition and adequacy of existing facilities and maintenance needs, approach to maintenance, plans for replacement and additions, and a general theme of the CPIP submission. While this information is important and may be included within the narrative and justification of project submissions, it will not be separately collected in this phase of the CPIP process. Moreover, certain financial summaries included in prior years will be derived and aggregated from detailed submissions and presented at the agency and other summary levels in the production of the statewide plan; accordingly, these presentations have been omitted from the data collection process as well.

While these requirements have been excluded from the process, nothing pre-empts or precludes agencies providing supplemental or additional information they deem to be integral to or instructive about their plans. If such data is provided, it will be maintained with the agency submission and made available as requested during the review and evaluation processes. Such information should be provided in electronic form to facilitate distribution and minimize the need to accommodate paper retention.

DUE DATE

Submissions are due to the Capital Budget Office of the Department of Administration on June 30, 2018.

QUESTIONS AND ADDITIONAL INFORMATION

State agencies with questions about the CPIP process should contact Jennifer LoPresti (803-734-2264, jennifer.lopresti@admin.sc.gov) or Kim Gibson (803-737-0005, kimberly.gibson@admin.sc.gov) with the Capital Budget Office.

April 30, 2018

**CODES AND DESCRIPTIONS USED IN THE DEVELOPMENT OF THE
2018 COMPREHENSIVE PERMANENT IMPROVEMENT PLAN**

<p style="text-align: center;"><u>Submission Types</u></p> <p>CPIP Submission - Initial CPIP Submission - Revision CPIP Submission - Resubmission Existing Project - Funding Request Existing Project - Budget Change</p>	<p style="text-align: center;"><u>Project Types</u></p> <p>Purchase Land/Building Construct Additional Facility Repair/Renovate Existing Facility/System Replace Existing Facility/System Demolish Existing Facility Site Development Environmental Architectural and Engineering Other</p>	<p style="text-align: center;"><u>Facility Types</u></p> <p>Office/Administration Program/Academic Agency/Institution/Campus Wide Health Care/Medical Auxiliary/Housing/Food Service/Laundry Support Services/Storage/Maintenance Athletic/Recreational Utilities/Energy Systems Parking/Roads/Site Development Land Purchase Other Not Applicable</p>
<p style="text-align: center;"><u>Project Costs</u></p> <p>Land Purchase Building Purchase Professional Services/Fees Equipment and Materials Site Development New Construction Exterior Renovations Interior Renovations Utilities Roofing Repair and Replacement Other Permanent Improvements Landscaping Builders Risk Insurance Other Capital Outlay Labor Costs Bond Issue Costs Other Costs Contingency</p>	<p style="text-align: center;"><u>Funds Status</u></p> <p>Initial Request Previously Requested Previously Approved Fully Collected/Committed Partially Collected/Committed Transfer Previous Authorization</p>	<p style="text-align: center;"><u>Expenditure Categories</u></p> <p>Commissions Insurance and Warranties Interest Maintenance and Repairs Office Expense Other Expenses Professional Fees Rent Salaries, Benefits and Payroll Taxes Taxes Uncategorized Utilities</p>

<u>Fund Sources</u>	<u>Fund Sources</u>	<u>Fund Groups</u>
Debt - Capital Improvement Bonds	Other Funds - Foundation Donations and Contributions	General Funds - Existing
Debt - Departmental Capital Improvement Bonds	Other Funds - Gifts and Donations	General Funds - Additional
Debt - Other General Obligation Bonds	Other Funds - Grants	Federal Funds - Existing
Debt - Revenue Bonds	Other Funds - Housing Reserves	Federal Funds - Additional
Debt - State Institution Bonds	Other Funds - Housing Revenues	Other Funds - Existing
Debt - Other	Other Funds - Institutional Capital Reserves	Other Funds - Additional
State Funds - Appropriations	Other Funds - Institutional Non-Tuition Reserves	
State Funds - Capital Reserve Fund	Other Funds - Institutional Non-Tuition Revenues	<u>Rekurs</u>
State Funds - Contingency Reserve	Other Funds - Institutional Tuition and Fee Reserves	Indefinitely
Federal Funds	Other Funds - Institutional Tuition and Fee Revenues	1 Year/One Time
Other Funds	Other Funds - Insurance Settlements and Warranties	2 Years
Other Funds - Agency Funds Designated by Legislature	Other Funds - Local Funds and Contributions	3 Years
Other Funds - Athletic Fees	Other Funds - Local Sales Tax Revenue	4 Years
Other Funds - Athletic Foundation Grants	Other Funds - Maintenance Reserves	5 Years
Other Funds - Athletic Gifts and Donations	Other Funds - Operating Revenue	>5 Years
Other Funds - Athletic Operating	Other Funds - Parking Revenues	
Other Funds - Athletic Reserves	Other Funds - Patient Fees	
Other Funds - Athletic Revenues	Other Funds - Private Funds and Contributions	
Other Funds - Auxiliary Reserves	Other Funds - Renovation Reserves	
Other Funds - Auxiliary Revenues	Other Funds - State Highway Fund	
Other Funds - Canteen	Other Funds - Student Services	
Other Funds - Capital Projects Reserves	Other Funds - Surcharges	
Other Funds - Carryforwards	Other Funds - Transfers from Other Projects	
Other Funds - Cash Reserves	Other Funds - Trust and Retirement Funds	
Other Funds - Deferred Maintenance Reserves	Unidentified	
Other Funds - Depreciation Reserve		
Other Funds - Disaster Relief		
Other Funds - Excess Debt Service		